

# **International Baccalaureate Instructions**

## **For Completing Reimbursement Application**

### **A FEW NOTES TO KEEP IN MIND.....**

To access the IB reimbursement application forms for the first time click on “Fill Out New Form”

Use the tab key through each field on the form to enable the fields to calculate totals requested.

Type in your County District Code using a dash (for example, 001-001) between the county number and the district number. This number can be found in the Missouri School Directory guide. By correctly typing in your county district code your district name will appear in the school district name box.

After completing the first page access page 2 by clicking on next page option or by using the pull down to access page 2.

After completing both pages of the form and before you click the submit button, you must print your data for your files.

To make changes to an existing form click on “Find An Existing Form”.

**Deadline for on-line submittal of the IB application form is Monday, March 31, 2008.**

**DO NOT mail application forms to DESE.**

If you have any questions, please call the Gifted Education section at (573) 751-2453.